



# COMPLETING THE 2012 FILLABLE CANDIDATE STATEMENT OF ECONOMIC INTEREST (SEI) WEB FORM

*STATE ETHICS COMMISSION  
JANUARY 2012*

# BEFORE YOU GET STARTED

- You must obtain an NCID
  - Go to <https://ncid.nc.gov> to obtain an NCID
- You must have Adobe Reader
  - Go to <http://get.adobe.com/reader/> to download Adobe Reader
- If you filed a 2011 SEI and have had no changes since your SEI filing, you *may* file a “Candidate No Change Form.”
- If you have had changes since your 2011 SEI filing **or** you are a first time filer, you **must** file a 2012 “Candidate Long Form.”
- You must answer **ALL** questions, including sub-parts.
- If, after filing, you realize you failed to disclose any required information, please contact the State Ethics Commission/SEI Unit at 919-715-2071. Do not complete another SEI.

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Go to the Commission's website at  
[www.ethicscommission.nc.gov](http://www.ethicscommission.nc.gov)



- Choose the "Statements of Economic Interest" drop down menu.
- Click on "Candidate SEI Form"

# STEP 1: LOG IN USING YOUR NCID


a. [Instructions on how to obtain an NCID.](#)  
b. [Instructions on using the web form.](#)

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2 SEI

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 **North Carolina Identity Management (NCID)**

NCID is the standard identity management and access service provided to state, local, business, and individual users. NCID provides a high degree of security and access control to real-time resources.

User ID:  [Forgot your User ID?](#)

Password:  [Forgot Your Password?](#)

Please enter your Login User ID and Password. If you are a new user to the State of North Carolina, please select [First Time NCID User](#)

This system is the property of the State of North Carolina and is for authorized use only. Unauthorized access is a violation of federal and state law. All software, data transactions, and electronic communications are subject to monitoring

- Enter your NCID User ID & Password
- Click "Submit"

**You must have an NCID to access the SEI web form.  
For questions about NCID, contact NC ITS at 919-754-6000 or toll free at 800-722-3946.  
NCID is not administered by the State Ethics Commission.**

# STEP 2: CHOOSE THE APPROPRIATE FORM

the County Board of Elections.

**Do NOT file your Candidate SEI with the State Ethics Commission.**

- **HOW? Filing Options:** For 2012, candidates have 2 filing options:
  1. **Manual.** Print out a blank hard copy, complete the form by hand.
  2. **Fillable Web Form.** Obtain an NCID, complete the form online, print & sign the form.
    - a. [Instructions on how to obtain an NCID.](#)
    - b. [Instructions on using the web form.](#)

Choose either the “Long Form” or “No Change Form.”

## Manual Filing

Print PDF document and handwrite your responses and mail or hand deliver your SEI

[2012 Candidate Long Form](#) or  
[2012 Candidate No Change Form](#)

## Fillable Web Form

Type your responses, print and mail or hand deliver your SEI

[Create NCID Account](#)  
[Login](#)  
[2012 Candidate Long Form](#) or  
[2012 Candidate No Change Form](#)

## Reminder:

- If you have had changes since your 2011 SEI filing; *or* you are a first time filer, you *must* use the “Candidate Long Form.”
- If you filed a 2011 SEI and have had *no changes* since your 2011 filing, you *may* file a “Candidate No Change Form.”
- If you have questions about which form to file, contact the State Ethics Commission/SEI Unit.

# STEP 3: COMPLETING THE FORM

## *Navigating the Web Form*

The screenshot shows the North Carolina State Ethics Commission web form. The header is red with the text "NORTH CAROLINA STATE ETHICS COMMISSION" and the state seal. A "Save and Logout" link is in the top right. The main section is titled "Contact Information". On the left is a dark sidebar with a "Section" header and links: "Contact Information", "\$10,000 Plus Disclosures (1-8)", "Other Disclosures (9-22)", "Review SEI", and "Affirmation". The main content area is titled "Mailing Address" and contains input fields for "Address:", "City/State/Zip:", a state dropdown menu (currently showing "NC"), and a zip code field. A yellow callout box with an arrow points to the "Address:" field, containing the text "Type in the required information for each question." At the bottom left is a "Back" link, and at the bottom right is a "Next" link. Below the form, two yellow callout boxes with arrows point to these links: "Return to the previous question." for "Back" and "Advance to the next question." for "Next". The footer contains the copyright notice "© copyright North Carolina State Ethics Commission".

**Section**

- [Contact Information](#)
- [\\$10,000 Plus Disclosures \(1-8\)](#)
- [Other Disclosures \(9-22\)](#)
- [Review SEI](#)
- [Affirmation](#)

**Mailing Address**

Address:

City/State/Zip:  NC

[Back](#) [Next](#)

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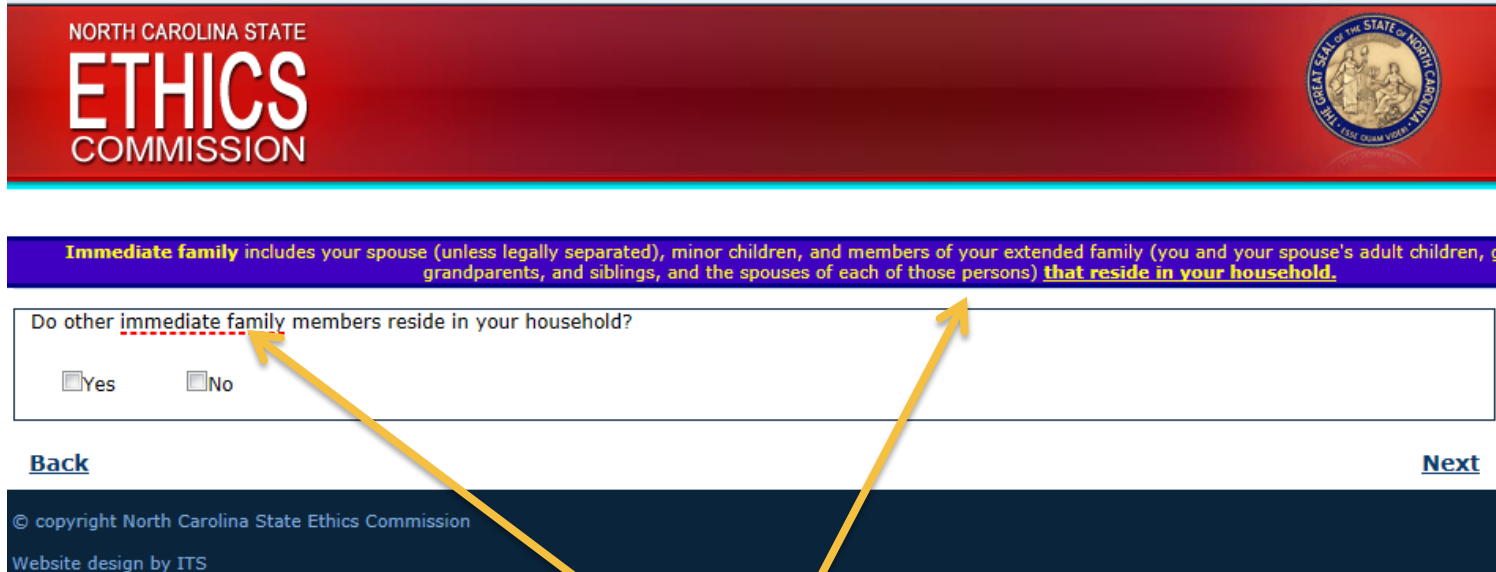
Return to the previous question.

Advance to the next question.

Type in the required information for each question.

# STEP 3: COMPLETING THE FORM

## *Underlined Terms*



The screenshot shows the header of the North Carolina State Ethics Commission website, featuring the state seal. Below this is a purple banner with a definition of 'Immediate family'. The main form area contains a question about other immediate family members residing in the household, with 'Yes' and 'No' radio buttons. Two yellow arrows originate from a text box at the bottom of the slide and point to the underlined terms 'immediate family' and 'that reside in your household' in the form. The footer includes 'Back' and 'Next' links, copyright information, and website design credits.

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**ETHICS**  
COMMISSION

**Immediate family** includes your spouse (unless legally separated), minor children, and members of your extended family (you and your spouse's adult children, grandparents, and siblings, and the spouses of each of those persons) that reside in your household.

Do other immediate family members reside in your household?

☐ Yes ☐ No

[Back](#) [Next](#)

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Website design by ITS


- Additional information is available for terms underlined in red.
- Place your cursor over the underlined term to see the information.



# STEP 3: COMPLETING THE FORM

## *Choosing the Reason for Filing*

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Contact Information

[Save and Logout](#)

Reason For Filing (Select All That Apply)

☒ State Government Job Governor, Office of the

☐ Board/Commission

- ☐ 911 Board
- ☐ A&T State University Trustees
- ☐ Acupuncture Licensing Board
- ☐ Agricultural Finance Authority

☒ Judicial Officer District Court Judge

☒ Legislator House of Representatives

[Back](#)

If you are filing for a **Council of State** seat, click “State Government Job” & choose the appropriate office from the drop-down menu.

If you are filing for **Justice, Judge, District Attorney, or Clerk of Court**, click “Judicial Officer” & choose the appropriate office from the drop-down menu.

If you are filing for the **General Assembly**, click “Legislator” & choose the appropriate office from the drop-down menu.

# STEP 3: COMPLETING THE FORM

## *Multiple Responses to Questions*



[Save and Logout](#)

### \$10,000 Plus Disclosures

If you, your spouse or members of your immediate family have assets or liabilities with a market value of at least \$10,000 in the following categories, please provide the requested information as of December 31st of the preceeding year unless another time period is specified in the question.

- Do not list the value of those assets or liabilities.
- Do not list assets or liabilities held in a blind trust established by or for the benefit of you or an immediate family member.

#### Section

[Contact Information](#)

[\\$10,000 Plus Disclosures \(1-8\)](#)

[Other Disclosures \(9-22\)](#)

[Review SEI](#)

[Affirmation](#)

1. Do you, your spouse or members of your immediate family have an ownership interest in North Carolina real estate with a market value of \$10,000 or more?

☒ Yes ☐ No

☐ See Attached

	Owner of Real Estate	% Ownership Interest	City	County
<a href="#">Edit</a> <a href="#">Delete</a>	Joan Filer	100	Raleigh	Wake

Owner of Real Estate:

% Ownership Interest:

City:

- After entering the information, click “Add” & the information will appear on the screen.
- Repeat as needed for additional responses.

You can also edit or delete information you have entered.


Question 1 of 22

[Next](#)

# STEP 3: COMPLETING THE FORM

## *Using Attachments*

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COMMISSION



[Save and Logout](#)

### \$10,000 Plus Disclosures

If you, your spouse or members of your immediate family have assets or liabilities with a market value of at least \$10,000 in the following categories, please provide the requested information as of December 31st of the preceeding year unless another time period is specified in the question.

- Do not list the value of those assets or liabilities.
- Do not list assets or liabilities held in a blind trust established by or for the benefit of you or an immediate family member.

Section

[Contact Information](#)  
[\\$10,000 Plus Disclosures \(1-8\)](#)  
[Other Disclosures \(9-22\)](#)  
[Review SEI](#)  
[Affirmation](#)

1. Do you, your spouse or members of your immediate family have an owned or leased North Carolina real estate with a market value of \$10,000 or more?

☒ Yes ☐ No  
☒ See Attached

[Back](#)


Question 1 of 22

[Next](#)

Instead of typing in your responses, you may include attachments by checking the "See Attached" box.

# STEP 3: COMPLETING THE FORM

## *Automatic Responses*



[Save and Logout](#)

6(a). Do you, your spouse, or members of your immediate family have financial interests valued at \$10,000 or more in a non-publicly owned company or business entity (including interests in sole proprietorships, partnerships, limited partnerships, joint ventures, limited liability companies, limited liability partnerships, and closely held corporations)?

☐ Yes ☒ No

6(b). For each of those non-publicly owned companies or business entities identified in question 6 (a) (the "primary company"), please list the names of *any other companies* in which the primary company owns securities or equity interests valued at over \$10,000, *if known*.

☒ None or Not Known

6(c). If you know that any company or business entity listed in 6(a) or (b) above has any material business dealings or business contracts *with the State*, or is *regulated by the State*, provide a brief description of that business activity.

☒ None or Not Known

[Next](#)

Question 6 of 22

Answering "No" to multi-part questions will result in automatic "None or Not Known" responses to the sub-parts of the question.

# STEP 4: SAVE & LOGOUT



[Save and Logout](#)

You can save  
your  
information &  
logout at any  
time.

## \$10,000 Plus Disclosures

### Section

[Contact Information](#)

[\\$10,000 Plus Disclosures \(1-8\)](#)

[Other Disclosures \(9-22\)](#)

[Review SEI](#)

[Affirmation](#)

6(a). Do you, your spouse, or members of your immediate family have financial interests valued at \$10,000 or more in a non-publicly owned company or business entity (including interests in sole proprietorships, partnerships, limited partnerships, joint ventures, limited liability companies, limited liability partnerships, and closely held corporations)?

☐ Yes

☒ No

6(b). For each of those non-publicly owned companies or business entities identified in question 6 (a) (the "primary company"), please list the names of *any other companies* in which the primary company owns securities or equity interests valued at over \$10,000, *if known*.

☒ None or Not Known

6(c). If you know that any company or business entity listed in 6(a) or (b) above has any material business dealings or business contracts *with the State*, or *is regulated by the State*, provide a brief description of that business activity.

☒ None or Not Known

[Back](#)

Question 6 of 22

[Next](#)

# STEP 5: LOG BACK IN

o **County Board of Elections:** Candidates for General Assembly or Clerk of Court must file with the County Board of Elections.

**Do NOT file your Candidate SEI with the State Ethics Commission.**

- **HOW? Filing Options:** For 2012, candidates have 2 filing options:
  1. **Manual.** Print out a blank hard copy, complete the form by hand.
  2. **Fillable Web Form.** Obtain an NCID, complete the form online, print & sign the form.
    - a. [Instructions on how to obtain an NCID.](#)
    - b. [Instructions on using the web form.](#)

To log back in & access your form, click Login & use your NCID.

## Manual Filing

Print PDF document and handwrite your responses and mail or hand deliver your SEI

[2012 Candidate Long Form](#) or  
[2012 Candidate No Change Form](#)

## Fillable Web Form

Type your responses, print and mail or hand deliver your SEI

[Create NCID Account](#)  
[Logout](#)  
[2012 SEI Long Form - In Progress](#) or  
[2012 Candidate No Change Form](#)  
[Remove Form In Progress](#)

Choose your form “In Progress.”



Click “Remove Form in Progress” **only** if you want to delete all of your information & start a new form.

# STEP 5: LOG BACK IN AFTER TIMING OUT

The screenshot shows the North Carolina State Ethics Commission website. The header is red with the text "NORTH CAROLINA STATE ETHICS COMMISSION" and the state seal. Below the header, there is a navigation bar with the text "ethics commission home > sei". The main content area is titled "Candidate SEI Instructions & Form". Below this title, there is a red warning message: "You must first login before starting an SEI Long Form". There are two main sections: "Manual Filing" and "Fillable Web Form". The "Manual Filing" section instructs users to print a PDF document and handwrite their responses. The "Fillable Web Form" section instructs users to type their responses, print, and mail or hand deliver their SEI. In the "Fillable Web Form" section, there are links for "Create NCID Account", "Login", "2012 Candidate Long Form", and "2012 Candidate No Change Form". A yellow callout box with an arrow pointing to the "Login" link contains the text: "Click 'Login' & use your NCID to return to the form." Another yellow callout box with an arrow pointing to the red warning message contains the text: "After 30 minutes of inactivity, your session will time out."

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ethics commission home > sei

Candidate SEI Instructions & Form

You must first login before starting an SEI Long Form

**Manual Filing**  
Print PDF document and handwrite your responses and mail or hand deliver your SEI

[2012 Candidate Long Form](#) or  
[2012 Candidate No Change Form](#)

**Fillable Web Form**  
Type your responses, print and mail or hand deliver your SEI

[Create NCID Account](#)  
[Login](#)  
[2012 Candidate Long Form](#) or  
[2012 Candidate No Change Form](#)

After 30 minutes of inactivity, your session will time out.

Click "Login" & use your NCID to return to the form.

# STEP 6: ATTACHMENTS

If you checked  
**“See Attached”**  
for any questions,  
***you must include the  
attachments when you file  
your SEI.***

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**ETHICS**  
COMMISSION

[Save and Logout](#)

### \$10,000 Plus Disclosures

If you, your spouse or members of your immediate family have assets or liabilities with a market value of at least \$10,000 in the following categories, please provide the requested information as of December 31st of the preceeding year unless another time period is specified in the question.

- Do not list the value of those assets or liabilities.
- Do not list assets or liabilities held in a blind trust established by or for the benefit of you or an immediate family member.

**Section**

[Contact Information](#)  
[\\$10,000 Plus Disclosures \(1-8\)](#)  
[Other Disclosures \(9-22\)](#)  
[Review SEI](#)  
[Affirmation](#)

1. Do you, your spouse or members of your immediate family have an ownership interest in North Carolina real estate with a market value of \$10,000 or more?

☒ Yes ☐ No

☒ See Attached


[Back](#) [Next](#)

Question 1 of 22



# STEP 7: REVIEWING YOUR RESPONSES

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COMMISSION



[Save and Logout](#)

Review

Section

[Contact Information](#)  
[\\$10,000 Plus Disclosures \(1-8\)](#)  
[Other Disclosures \(9-22\)](#)  
[Add Attachments](#)  
[Review SEI](#)  
[Affirmation](#)

Click the link below to review a **draft** of your SEI.

[Review SEI Responses](#)

**DO NOT** submit this draft copy to the State Ethics Commission.

You must click the "Next" button at the bottom of the page to affirm and complete your SEI.

[Back](#)[Next](#)

Click here to  
open your  
draft  
responses in a  
pdf document.

## STEP 8: AFFIRMATION

Please **carefully read**  
the Affirmation  
information & check  
the “I Agree” box.

# STEP 9: CORRECTING ERRORS

**Section**

- [Contact Information](#)
- [\\$10,000 Plus Disclosures \(1-8\)](#)
- [Other Disclosures \(9-22\)](#)
- [Review SEI](#)
- [Affirmation](#)

[Save and Logout](#)

**Affirmation**

I affirm that the information provided in this Statement of Economic Interest and any attachments hereto are true, complete, and accurate to the best of my knowledge and belief.

I also certify that I have not transferred, and will not transfer, any asset, interest, or property for the purpose of concealing it from disclosure while retaining an equitable interest.

I understand that my Statement of Economic Interest and any attachments or supplements thereto are public record.

I acknowledge that I have read and understand N.C.G.S. 138A-26 regarding concealing or failing to disclose material information and N.C.G.S. 138A-27 regarding providing false information:

138A-26. Concealing or failing to disclose material information.  
A filing person who knowingly conceals or knowingly fails to disclose information that is required to be disclosed on a statement of economic interest under this Article shall be guilty of a Class 1 misdemeanor and shall be subject to disciplinary action under G.S. 138A-45. (2006-201, s. 1.)

138A-27. Penalty for false information  
A filing person who provides false information on a statement of economic interest as required under this Article knowing that the information is false is guilty of a Class H felony and shall be subject to disciplinary action under G.S. 138A-45. (2006-201, s. 1.)

☒ I Agree

[Print and File Manually](#)

**The following errors must be corrected before continuing:**

- Additional data is required for the following questions: 7, 8, 10

[Go to first error](#)


If you did not fully answer all questions, including subparts, you will receive an error message indicating which questions you did not answer.

Click here to go to the first error.

[Back](#)

# STEP 9: CORRECTING ERRORS

NORTH CAROLINA STATE  
**ETHICS**  
COMMISSION



[Save and Logout](#)

\$10,000 Plus Disclosures

Section

[Contact Information](#)  
[\\$10,000 Plus Disclosures \(1-8\)](#)  
[Other Disclosures \(9-22\)](#)  
[Review SEI](#)  
[Affirmation](#)

7. Are you, your spouse, or members of your immediate family the beneficiaries of a vested trust with a value of \$10,000 or more that is created, established, or controlled by you? **Do not list blind trusts.**

☐ Yes ☒ No

[Go to next error](#)

[Next](#)

Question 7 of 22


- After responding, click here to go to the next **unanswered** question.
- Do not click “Back” or “Next”

## STEP 9: CORRECTING ERRORS

NORTH CAROLINA STATE

**ETHICS**

COMMISSION



[Save and Logout](#)

Section

[Contact Information](#)  
[\\$10,000 Plus Disclosures \(1-8\)](#)  
[Other Disclosures \(9-22\)](#)  
[Review SEI](#)  
[Affirmation](#)

**Affirmation**

I affirm that the information provided in this Statement of Economic Interest and any attachments hereto are true, complete, and accurate to the best of my knowledge and belief.

I also certify that I have not transferred, and will not transfer, any asset, interest, or property for the purpose of concealing it from disclosure while retaining an equitable interest.

I understand that my Statement of Economic Interest and any attachments or supplements thereto are public record.

I acknowledge that I have read and understand N.C.G.S. 138A-26 regarding concealing or failing to disclose material information and N.C.G.S. 138A-27 regarding providing false information:

138A-26. Concealing or failing to disclose material information.  
A filing person who knowingly conceals or knowingly fails to disclose information that is required to be disclosed on a statement of economic interest under this Article shall be guilty of a Class 1 misdemeanor and shall be subject to disciplinary action under G.S. 138A-45. (2006-201, s. 1.)

138A-27. Penalty for false information  
A filing person who provides false information on a statement of economic interest as required under this Article knowing that the information is false is guilty of a Class H felony and shall be subject to disciplinary action under G.S. 138A-45. (2006-201, s. 1.)

☒ **I Agree**

After correcting all errors, you must check “I Agree”.

# STEP 10: FILING:

## STATE OR COUNTY BOARD OF ELECTIONS



NORTH CAROLINA STATE ETHICS COMMISSION

### 2012 STATEMENT OF ECONOMIC INTEREST

919-715-2071

[www.ethicscommission.nc.gov](http://www.ethicscommission.nc.gov)

A filing person who knowingly conceals or knowingly fails to disclose information that is required to be disclosed on a statement of economic interest under this Article shall be guilty of a Class 1 misdemeanor and shall be subject to disciplinary action under G.S. 138A-45. (2006-201, s. 1.)

§ 138A-27. Penalty for false information.

A filing person who provides false information on a statement of economic interest as required under this Article knowing that the information is false is guilty of a Class H felony and shall be subject to disciplinary action under G.S. 138A-45. (2006-201, s. 1.)

☒ I Agree

Joan Filer

Printed Name

**\*\*Notarization is no longer required\*\***

Signature

Date

After correcting any errors & re-affirming your responses, you will be able to print your completed SEI.

Don't forget to **sign, date** & include any **attachments**.

**You MUST file Your SEI at the same location you filed your notice of candidacy within 10 days of the filing deadline.**

# HELP!

- **QUESTIONS ABOUT NCID.** Contact NC ITS at 919-754-6000 or toll free at 800-722-3946
- **QUESTIONS ABOUT USING THE WEB FORM & RESPONDING TO SEI QUESTIONS.** Contact the State Ethics Commission/SEI Unit at
  - 919-715-2071
  - [sei@doa.nc.gov](mailto:sei@doa.nc.gov)
- **QUESTIONS ABOUT WHERE TO FILE.** Contact the State Board of Elections at 919-733-7173.